



## **MONTANA STATE HOSPITAL POLICY AND PROCEDURE**

### **PER DIEM/ON-CALL POSITIONS**

**Effective Date:** April 22, 2014

**Policy #:** HR-11

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- I. PURPOSE:** Per Diem/On-Call staffing supplement existing permanent and part time employees as needed.
- II. POLICY:** Per Diem/On-Call staff are assigned on a day to day basis in response to staffing changes due to increases and/or decreases in census, one-to-one assignments, vacations, holidays, and sick leave usage as well as other occurrences which alter the normal staffing pattern.
- III. DEFINITIONS:** None
- IV. RESPONSIBILITIES:**
  - A. Hospital managers establish and maintain a Per Diem/On-Call pool of employees as needed.
- V. PROCEDURE:**
  - A. All Per Diem/On-call employees must successfully complete the hospital orientation program prior to assignment.
  - B. Per Diem/On-call employees will be classified as temporary, or short-term employees in accordance with **MCA § 2-18-101**.
  - C. Per Diem/On-call employees will be provided benefits per **MCA § 2-18-101**.
  - D. Per Diem/On-call positions will be covered under the appropriate bargaining agreement. Accordingly, dues will be set and collected by the union.
  - E. A list of per diem/on-call employees will be maintained.
  - F. Hours of work for per diem/on-call employees are subject to the needs of the Hospital. If compensated differently than established permanent or part time positions, specific elements of compensation, hours of work, job expectancies will be outlined in the per diem/on-call employment agreement.
- VI. REFERENCES:** MCA § 2-18-101

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- VII. COLLABORATED WITH:** Director of Nursing, Hospital Administrator.
- VIII. RESCISSIONS:** #HR-11, *On-Call Positions* dated October 19, 2009; #HR-11, On-Call Positions dated October 28, 2006; HR-11, On-Call Positions dated September 1, 2002; Policy# HR-03-97-N, *On-Call Positions* dated July 1, 1997.
- IX. DISTRIBUTION:** All hospital policy manuals.
- X. REVIEW AND REISSUE DATE:** April 2017
- XI. FOLLOW-UP RESPONSIBILITY:** Director of Human Resources
- XII. ATTACHMENTS:** None

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John W. Glueckert Date  
Hospital Administrator

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Todd Thun Date  
Director of Human Resources